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MEMORANDUM

From: Amy Arrighi, Executive Director

Re: Appointment of Delegate and Alternate Delegate to the
Regional Income Tax Agency, Regional Council of Governments

This letter is to inform you of the process required for the appointment of a Delegate and Alternate Delegate to the Regional Income Tax Agency Regional Council of Governments.

The RCOG is the oversight entity for the Regional Income Tax Agency. Every member municipality signed a contract with the RCOG to recognize the rights and responsibilities of both parties. Under the agreement, each member municipality has one vote to cast on official RCOG business such as the election of individuals to the R.I.T.A Board of Trustees. In order to vote, the municipality must appoint a Delegate to attend the annual meeting and cast the ballot. As a backup we ask that our members also appoint an Alternate in the event that the Delegate cannot attend the RCOG meetings.

Therefore, any individual appointed by the Chief Executive of your municipality, and approved by your City/Village Council as required by the Agreement will be recognized by the Regional Council of Governments as the Delegate to that Council. Similarly, any Alternate appointed in the same fashion will likewise be recognized in the place of the Delegate. This Agency simply needs a letter from the Chief Executive of your Municipality informing this Agency of the individual who has been appointed and approved as the Delegate from your Municipality and the individual who has been appointed and approved as the Alternate Delegate so that we may keep an accurate record of that information for future Council of Government Meetings. In lieu of a letter, complete the attached form.

Incidentally, the approval by City/Village Council does not require legislation but can simply be done by way of a motion of Council approving any such appointment. Of course, you should obtain the advice of your Law Director or Solicitor on this particular procedural point since your Municipality may have specific requirements otherwise.

Since we maintain a current list of member Delegates and Alternate Delegates, we will request that confirmation of the appointments that you have made according to this process be reconfirmed on an annual basis, prior to the annual election meeting. We will contact you directly for those updates.

If you have any questions feel free to contact Donna Thompson, Clerk of the Board at (440) 922-3200 or dthompson@ritaohio.com

**REGIONAL COUNCIL OF GOVERNMENTS
DELEGATE AND ALTERNATE DELEGATE
DESIGNEE**

CITY/VILLAGE OF _____

In the Agreement for Participation entered into by all Member Municipalities of RITA it is stated as follows:

“Each municipal corporation which is party to the agreement has one (1) representative to a Council of Governments, who shall be appointed by the Chief Executive with the approval of City Council. Each municipal corporation shall similarly designate an alternate who may act in place of the representative in his absence.”

The following individuals have been appointed and approved by Council:

Delegate:

Name	_____	Title	_____
Phone	_____	Fax	_____
E-mail address	_____		

Alternate:

Name	_____	Title	_____
Phone	_____	Fax	_____
E-mail address	_____		

**Authorized by:
(Chief Executive)**

Name (Please Print)	_____	Signature	_____
Title	_____	Date	_____